

**Commonwealth of Virginia**  
**Department of Human Resource Management**  
**Weight Loss/Weight Management Program**

**RFP# OWE21-01**

**Addendum # 1**

May 14, 2020

Please sign this form and include as a part of your submission.

X\_\_\_\_\_

**Attendees of the teleconference:**

Hamilton Peoples / Peoples Diabetic Clinic and Pharmacy

Kelly Serwer / WW (Weight Watchers)

Francine Douglas Owner / James River Interiors I,LLC / Eating Clean With Francine

R. Sean Kuhn / Active Health Management

Anne Kristine Etherton / Nuleeu Nutrition and Wellness, LLC

This addendum addresses all questions received through Thursday, March 14, 2020.

1. Regarding the proposal deliver, does it need to be in person or can it be sent via mail?

[It can be delivered by mail.](#)

2. Is the expectations that the vendor will begin services on August 1<sup>st</sup>?

[Yes.](#)

3. Is there a specific listing of locations to provide services onsite?

[There is not. This will be created. The onsite services will be direct employee engagement throughout the state at the state agencies where there is a need/request.](#)

4. Is this an existing program or a new program you are starting?

There is an existing weight management program in place and that agreement is due to expire. This program/contract will be put in place at the end of that agreement.

5. What type of goals are you looking for the state employees?

Reduced health risks/costs associated with overweight and obesity. Positive experiences and engagement for employees. Increased knowledge of nutrition and healthy diet and impact on overall health.

6. Do you have criteria for eligibility currently?

State employees enrolled in a state health plan and their covered dependents 18 yrs. and older.

7. Regarding the fee, how do you want the payment schedule to be setup?

This can be discussed during the negotiation phase if selected.

8. For the subsidizing amount, do you have a set budget setup for this program?

No specific budget has been determined.

9. Can you clarify, do you have an estimated size for the onsite locations?

We would like the option of services offered at agency locations based on a certain level of interest. This could vary depending on the number of employees at a given location. Space at agencies could be made available for meetings, classes, demonstrations, etc..

10. Is the option for remote site access available for them if they can't access the onsite?

Yes, if the provided by the vendor.

11. With the current program, do you have an estimated amount of participants?

8000 employees with the potential for 100,000

12. Are you dissatisfied with the current program?

Our current level of satisfaction is not a factor.

13. Do you anticipate extending the bid due date?

At this time, no. Responses are due 6/10/2020 at 2PM EST.

14. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

Award process is stated in RFP OWE21-01.

15. Was this bid posted to the nationwide free bid notification website at [www.mygovwatch.com](http://www.mygovwatch.com)?

No

16. Other than your own website, where was this bid posted?

eVA's web page, [www.eva.virginia.gov](http://www.eva.virginia.gov)

17. In reference to the wellness program, how is the program currently setup and how do they enroll into the program? How would the option of adding the weight management program differ from the wellness program?

Any state employee has access to the state wellness program. The weight management program is a standalone program in addition to what the state offers as a direct service.

18. Is there already a weight management program within the wellness program? If so how would this program be different?

Yes, there is a state program. Please refer to RFP details.

19. Is there a fee for the wellness program for the employees?

No, the state program is free for state employees.

20. Can you comment if this program will be a part of any incentive program for participation?

No.

21. In addition to the weight loss and weight management program, would the vendor be responsible for participating in health fairs and campaigns? Would the vendor need to create these events?

That option is available.

22. Are you looking for more than one vendor for this program?

Only one.

23. How are you looking to confirm eligibility for this program?

Program eligibility will be based on easy access identifiers of employment. This will be discussed further in the negotiations.

24. Can the Commonwealth add any commentary on Covid-19 in terms of which government locations/entities are currently still accessing government facilities? Does the team have any guidance for timing or planning in terms of onsite access for weekly weight management?

No.

25. Does the Commonwealth view the weight management program as a targeted weight loss program that would identify and engage members based on an elevated BMI measure? Or a more general weight loss program open to all members regardless of current weight?

This can be presented in the RFP on how the organization plans to offer services.

26. Relative to a possible cost sharing by the employee, and/or possible subsidy by the commonwealth, does the commonwealth expect the vendor to accept or collect direct payment from the employee? Would the Commonwealth perform payroll deduction and provide payment directly to the vendor on behalf of all enrolled members?

This can be discussed further in the negotiation phase if selected.